

FIRE TRAINING AND SAFETY OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible and specialized fire department position involving planning and implementing both training and safety programs for the fire department. The Fire Training and Safety Officer is responsible for developing and administering a comprehensive certification training program in order to ensure that fire department personnel are qualified to perform appropriate functions of the positions they hold and to develop their professionalism. The employee of this class exercises no direct supervision over the personnel in the line classes; however, the incumbent does exercise limited supervision over departmental personnel in all areas of fire department operations as it relates to safety procedures and during training. The employee of this is supervised by, receives assignments from and has work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for regular employee training at all levels within the department by evaluating training needs. Schedules training for all department employees as assigned by the Fire Chief. Conducts classroom training, drills and evolutions, and informal or on-the-job training in basic fire fighting; hydraulics; pump operations; driving fire equipment; nozzle and hose handling; breathing apparatus; rescue; pre-fire planning; fire extinguishers; forcible entry; fire streams; ladders; ventilation; salvage and overhaul; fire attack; fire safety; and fire fighting apparatus, tools, and equipment. Develops job simulation exercise to rate skills acquired during training. Prepares lesson plans for training classes. Administers and grades training tests.

Evaluates the safety program and makes recommendations for improvements. Develops a safety program for the department. Monitors and evaluates local conditions which may become fire or safety hazards. Develops and recommends accident and loss control systems and programs for incorporation into operational policies to reduce or eliminate occupational injuries, illnesses, deaths, and financial losses. Investigates all accidents involving department equipment or personnel, determines cause, and makes recommendations on procedure to avoid future accidents. Demonstrates safety equipment and observes department personnel to determine their use of prescribed safety equipment.

Supervises preparation and maintenance of the records and reports of the training division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction and collects evidences of suspected arson as directed by the fire chief. Assists arson investigation personnel who take charge of evidence of suspected arson and investigation of arson fires. Testifies in court when required.

Makes recommendations on major purchases for the department. Orders and distributes supplies and equipment as necessary, and maintains inventory of the equipment assigned to the Training Division. Arranges for repairs and maintenance of all departmental facilities, equipment, or operating systems, or assigns such to qualified department personnel. Inspects equipment after repairs to see that repairs were properly accomplished.

Gathers information and prepares the budget for Training Division and submits to the Fire Chief. Purchases equipment and supplies for the Training Division as directed, keeping such purchases within the established budget.

Answers questions for the public about operations of the fire department or any related areas of emergency services. Informs the public about fire department work by means of talks, demonstrations, departmental tours, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizens. Conducts tours of department facilities for school or civil groups. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must have not less than five (5) years of full-time experience with a paid fire department in fire service positions involving fire suppression or fire department training, or which involves a background in fire department administration and management.